The Lambton Kent District School Board is committed to:
- Providing a safe and healthy work environment for its employees; and
- Taking every reasonable precaution to prevent the transmission of COVID-19 to employees and students.

This procedural guideline has been developed to guide principals and school communities regarding the steps that must be taken in the event of a confirmed case of COVID-19 in a school. Lambton Kent District School Board’s Administrative Procedure follows the direction of the Chatham-Kent and Lambton public health units regarding confirmed cases of COVID-19.

General Guidelines
Coronavirus (COVID-19) is a respiratory illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 stands for Coronavirus Disease 2019 (the year the illness was discovered).

All students (or parents/guardians on behalf of students), staff and visitors must complete the screening before attending a Lambton Kent District School Board school or facility. School staff, visitors, and secondary students will be asked by the school principal or designate to confirm they have completed and passed the screening at the start of the school day or, for visitors, upon their arrival to school. Any staff, visitors, or students who do not pass the on-site screening procedures will be asked to return home, or report to the isolation room while waiting to be picked up, and follow the directions outlined in the self-assessment tool. The provincial daily COVID-19 School and Child Care Screening assessment tool is available online. Click here to download the print version.

COVID-19 Process
The following protocol has been developed to provide guidance when COVID-19 is confirmed in a LKDSB school.

The LKDSB follows the direction of the Chatham-Kent or Lambton Public Health regarding confirmed or suspected cases of COVID-19.

Responsibilities
The Principal is responsible for:
- Ensuring that staff within the building are aware of the COVID-19 protocols and this Administrative Procedure.
- Reporting a communicable disease (such as COVID-19) to their local Public Health Unit, as per s.28 of the Health Protection and Promotion Act (HPPA).
- Reporting a probable or confirmed COVID-19 case associated with the school to the local Public Health unit and a confirmed COVID-19 case to the Ministry of Education through the daily reporting tool and to the COVID-19 lead where they have become aware of such a case.
• Reporting absenteeism to the local public health unit and to the Ministry of Education through the daily reporting tool, in accordance with provincial and/or local public health direction.
• Ensuring that a confirmed case of COVID-19 involving a member of the school community is reported to public health authorities and to the COVID-19 lead by contacting the School Superintendent, Public Relations Officer, Human Resource Officer and Director of Education (if appropriate). (Refer to Health Related Emergency Procedures);
• Following the reporting, health and safety and communications directions as provided by Chatham-Kent and Lambton Public Health, as well as any Ministry of Education and provincial health requirements, regarding confirmed cases of COVID-19.
• Providing Public Health units with the name(s) and contact information of a designated point of contact for use during and/or after business hours, to ensure timely investigation and follow up cases, contacts and outbreaks.
• Maintaining accurate records of staff and students’ attendance, for all common school locations attended by staff and students (e.g. school transportation, in-person attendance or work at a physical school location, before/after school programs located at a school, or other facilities shared with the school) for the last 30 days, as well as up to date contact information for staff and students.
• Following the LKDSB Isolation Room Guidelines (Appendix D)
• Providing the Public Health Unit the completed Principal Checklist – COVID-19 (Appendix A) within 24 hours of request to ensure timely follow-up:
  o Forward to Public Health the completed Teacher Checklist (Appendix B) information and resources to the affected classroom and any additional classrooms as requested by Public Health authorities;
  o Forward to Public Health information related to outside classroom interactions, if applicable – classroom, bus lists/seating plans, before and after school programs, extra-curricular activities, etc.
  o Ensure cleaning measures are in place for affected rooms/spaces based on the LKDSB Use of Space Protocols after a Confirmed or Probable Case of COVID-19 or as directed by Public Health. In all cases the persons cleaning the room should be informed that a case of COVID-19 is connected to the room to ensure proper precautions and cleaning measures are taken.
  o Send appropriate communications (MOH letter, provided when needed, and Fact Sheet, Appendix C) to staff and parents/guardians and child care partners, based on direction from Chatham-Kent and Lambton Public Health.
  o Advise concerned staff to follow up with their health care provider;
  o Ensuring confidentiality for any individuals identified with a confirmed case of COVID-19 and for health-compromised staff/students who may have related concerns, as per the Education Act and the Personal Health Information Protection Act.
• Following the advice of Chatham-Kent and Lambton Public Health regarding the safe return of students and/or staff to school.
• Contacting the Human Resources Officer for assistance with accommodation requests.
• Communicating the mask exemption process to staff and families.
• Confirming screener is completed and passed by all staff, visitors, and secondary students at the start of the school day or, for visitors, upon their arrival to school, and asking any staff, visitors, or students who do not pass the on-site screening procedures to return home, or report to the isolation room while waiting to be picked up, and follow the directions outlined in the self-assessment tool.

In general, schools should not report all instances of ill individuals in the school setting to Public Health, as these are frequent occurrences and typically students have non-specific symptoms. However, as required by Section 28 of the Health Protection and Promotion Act, school principals are required to report to the Medical Officer of Health if they are of the opinion that a pupil has or may have a communicable disease.

The Human Resource Officer is responsible for:
• Providing further information and guidance to administrators and employees regarding individual employee circumstances or accommodation.
Staff is responsible for:

- Reviewing student Plans of Care and mask exemptions, as appropriate for employee roles and responsibilities.
- Completing the screener and reporting its completion, as per the directions provided by school administration, at the start of the school day.

The Public Relations Officer is responsible for:

- Acting as a liaison between the LKDSB and Chatham-Kent and Lambton Public Health.
- Posting notices to the COVID-19 advisory section of the Board and school websites related to confirmed cases of COVID-19 involving a student or staff member in a school setting, based on direction of the local Public Health units. This may include notices of closures of classes, cohorts or schools.

The COVID-19 lead is responsible for:

- Reporting to the Ministry of Education, as required.

Public Health Units are responsible for:

- Advising schools and boards of education on COVID-19 prevention (including hierarchy of controls) and preparedness for managing COVID-19 cases, contacts and outbreaks, in conjunction with advice provided through the Ministry of Education and Ministry of Health.
- Receiving, investigating, and managing reports of cases and contacts of COVID-19, including decisions on case and contact management, in accordance with public health guidance on the Management of Cases and Contacts of COVID-19 in Ontario and the Health Protection and Promotion Act (HPPA).
- Determining which cohort(s) may be sent home (for self-isolation) in response to a case, outbreak or if full school closure is required based on the extent of an outbreak.
- Determine if an outbreak in a school exists.
- Manage the outbreak in collaboration with the school and other relevant partners.
- Determine when the outbreak can be declared over.

Communicating with the school community

Parents/guardians, students and staff have an understandable interest in knowing when a COVID-19 positive case has been identified in their school.

Lambton Kent District School Board has created COVID-19 advisory web pages on the Board and school websites, where information will be posted in the event there is a confirmed case of COVID-19 that involves a student or staff member.

Students or staff members may withdraw from school if a family or household member has a confirmed case of COVID-19; however, information will not be posted in these instances. The provincial daily COVID-19 School and Child Care Screening is available to support whether or not a student or staff member may withdraw from school.

In the interests of privacy, information provided to school communities will not identify the student or staff member who has received a positive COVID-19 test.

If public health advises that a class, cohort or a school will be closed for a period of time, parents/guardians, students and staff will be notified immediately. Notice of any closures of classes, cohorts or schools will be posted to the Board and relevant school COVID-19 advisory web pages.

Operational Guidance: COVID-19 Management in Schools

Outbreak Management

The declaration of an outbreak is the responsibility of Public Health and is defined as two or more lab-
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confirmed COVID-19 cases in students and/or staff (or other visitors) in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection* in the school (including transportation and before/after school care).

*Examples of reasonably having acquired infection in school include:
  o No obvious source of infection outside of the school setting; OR
  o Known exposure in the school setting

The Public Health unit will determine which cohorts are high risk contacts requiring isolation (refer to the LKDSB Isolation Room Guidelines, Appendix D).

Public Health Units are responsible for:

- Investigating clusters of cases associated with school locations, (e.g. school transportation, in-person attendance or work at a physical school location, before/after school programs located at a school, or other facilities shared with the school).
- Determining if an outbreak exists and declaring an outbreak.
- Providing guidance and recommendations to the school on outbreak control measures in conjunction with advice provided by the Ministry of Education and Medical Officer of Health.
- Determining which cohort(s) may be sent home (for self-isolation) in response to a case, outbreak or if full school closure is required based on the extent of an outbreak.
- Making recommendations on who to test, in alignment with the province’s broader testing strategy; where recommended, facilitating a coordinated approach to testing.
- Declaring the outbreak over.

Reopening the school

The local Public Health unit will provide direction on when cohorts of students can return to school or when the school can reopen. The outbreak does not necessarily need to be over to re-open the school. Cohorts without evidence of transmission can be gradually brought back to school as additional information and test results become available, based on Public Health recommendations. Basic preventive measures must be reinforced, and consideration should be given to implementing additional preventive measures and active surveillance as part of reopening.

Outbreak declared over

An outbreak will be declared over by the Public Health unit. This may be based on:

- at least 14 days have passed with no evidence of ongoing transmission that could reasonably be related to exposures in the school; AND
- no further ill individuals associated with the initial exposed cohorts with tests pending.

Management of a confirmed diagnosis of COVID-19 in the school community

This section applies to a student, staff member or a member of a school community who is regularly in the school, who informs the school that they have tested positive for COVID-19.

- Any individual who tests positive for COVID-19 cannot attend school until they are cleared by their local Public Health unit.
- Any individuals who test positive must remain in isolation and cannot return to school until cleared by the Public Health Unit. Note that individuals do not need to provide a medical note or proof of a negative result to return to school.
- Every individual who has tested positive for COVID-19 is contacted by their local PHU for further follow-up.
- The local Public Health unit will notify the school of a positive COVID-19 diagnosis. In some cases, the local Public Health unit may not be the same local Public Health unit as the school; and in these circumstances, coordination between the Public Health units and the school is required for further direction. Having designated points of contact within the school and the Public Health unit can assist with ensuring clear processes for communication are in place.
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• Where the local Public Health unit determines there was a transmission risk to others in the school, students and staff will be assessed to determine if they were at high risk of exposure (requiring isolation) or if they were at low risk of exposure (can self-monitor for symptoms and return to school).
• Classroom cohorts (students and staff affiliated with the cohort) will generally be considered at high risk of exposure.
• All students and staff determined to be at high risk of exposure will be directed to isolate and recommended to be tested (voluntary testing) within their isolation period.
• Negative test results do not change the requirement for isolation, nor do they shorten the isolation period for close contacts.

Scenario: Staff or student has tested positive for COVID-19

Recommended action by teacher
The teacher should:
• Ensure continuation of learning for any isolating students.
• Continue to monitor students and themselves for symptoms

Recommended action by principal
The principal should:
• Follow Public Health unit direction for management of cases and contacts in schools; the Public Health unit will make the determination if an outbreak exists or not.
• Communicate with school community as appropriate
• Ensure student and sibling(s) portfolio information (that is, class list, seating charts, transportation details, etc.) is up-to-date and share this information to Public Health unit upon request
• Coordinate and ensure environmental cleaning or disinfection of the space and items used by the individual or individuals
• Monitor school population for new and additional illnesses and symptoms
• Report absence in the daily absence tracking tool

Recommended action by school board
The Superintendent should:
• Inform the Board COVID-19 Lead, other board staff and support principal as needed

The Board COVID-19 lead should:
• Continue to monitor the situation and liaise with the Ministry of Education as necessary
• Work with Public Health unit as required

Recommended action by parent/guardian and student
The parent/guardian and student should:
• Engage in continuation of learning if able
• Communicate regularly with the school to inform daily routines
• Follow the direction of the Public Health unit on isolation protocol

Return to school
• While an individual suspected to have COVID-19 is waiting for test results they must be in isolation and cannot attend school in person. The school will be in contact with the parent/guardian to discuss an at-home learning plan while the student is absent (if they feel well enough to participate in learning).
• Direction for self-isolation is provided by the local Public Health unit.
• Individuals who have a COVID-19 test because of symptoms, but who test negative can return to school if they do not have a fever, if their symptoms have been improving for at least 24 hours, if they have not been directed to self-isolate and provided they have had no contact to a confirmed case of COVID-19.
• Individuals who have traveled out of the country are required to follow federal guidelines and law and isolate for 14 days upon their return.
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- Where a student or staff member has tested positive for COVID-19, the local Public Health unit will be in contact with the school to provide further direction on returning to school. The individual cannot return to school until cleared by the Public Health unit.

If an ill individual is deemed not to have COVID-19

For an ill individual who has a known alternative diagnosis provided by a health care provider, return to school can occur if they do not have a fever and their symptoms have been improving for at least 24 hours.

Records Management

In the event that schools are made aware of a positive diagnosis of COVID-19 for staff or students, it is essential that key information pertaining to staff and students be available upon request by the local Public Health unit for the purposes of contact tracing. This information needs to be accessible by school administrators on short notice, both during and outside of school hours, when requested by the Public Health unit. School board COVID-19 leads are expected to establish a system with the local Public Health units to ensure that these records can be accessed at all times.

The following information should be available:

- Attendance records;
- Class lists and seating charts;
- Before-and-after child care lists;
- Transportation lists and seating charts;
- Up to date contact information for parents/guardians, staff and students;
- Special assignments and programs (i.e., Special Education supports); and
- Records of essential visitors to the school.

Management of ill individuals during school hours:

This section applies to students, staff or other members or visitors to the school community, who become ill during the school day and on school premises.

Ill individuals should not attend school. Parents and guardians are required to screen their children for symptoms of illness every day before school. Secondary students must confirm the completion of the screener, as per the directions provided from school administration, at the start of the school day. If a child develops symptoms and is directed through the self-screening to stay home, they should stay home. Those residing in the same household should follow the direction of Public Health.

School staff and visitors are required to self-screen. The COVID-19 school screening tool is available to support parents and guardians, students, staff and essential visitors in meeting this requirement and its direction should be followed. Staff, visitors, and secondary students must confirm the completion of the screener, as per the directions provided from school administration, at the start of the school day or, for visitors, upon their arrival to school.

Students should be made aware, in age-appropriate and non-stigmatizing language, how to identify symptoms of COVID-19 and should be instructed to speak to a staff member immediately if they feel ill. Schools should maintain a personal protective equipment (PPE) kit specifically for managing students or others who become ill during school hours. Refer to directions outlined in the LKDSB Isolation Room Guidelines (Appendix D).

If a student, staff, contractor, visitor, parent, or guardians, becomes ill while at school, including before and after school care affiliated with the school, it is recommended that:

- The ill individual should be immediately separated from others, in a separate isolation room where possible.
- Anyone providing care to the ill individual should maintain as much physical distance as possible
- A staff member, contractor, visitor or parent/guardian should immediately inform the principal and, if able, leave the premises and report to the local COVID-19 Testing Site, or report to the isolation room while waiting to be picked up.
The person caring for the individual should wear a surgical or procedural mask and eye protection and be trained on proper use of PPE, including donning and doffing.

If tolerated, the ill individual should also wear a surgical or procedural mask.

Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.

Cleaning of the isolation room area and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves.

The ill individual and their parent or guardian be advised to seek medical advice, including the recommendation of testing for COVID-19 as appropriate or as advised by their health care provider. Ensure direction is aligned with screening and return to school direction. Note that individuals do not require a medical note or proof of negative test to return to school.

Communication protocols and plans to update and inform necessary stakeholders within the school community while maintaining confidentiality of the ill individual should be initiated.

Regular school functions can continue unless directed otherwise by the local public health unit.

A list of students and staff in the school who were in contact with or in the same cohort as the ill individual should be prepared. Those who are identified as potential close contacts should remain cohorted. The local Public Health unit will provide any further direction on testing and isolation of these contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 case.

Scenario: A student becomes ill during the school day

The following actions also apply to an individual, including students, staff, contractors, visitors, parents or guardians, who becomes ill while at school, including before and after school care affiliated with the school.

Recommended action by teacher

The teacher should:

- Be aware of symptom descriptions and alert the principal if a student is ill; and
- Continue to monitor students and themselves for symptoms.

Recommended action by principal

The principal should:

- Coordinate immediate student pick-up and designate an area to isolate the student until parent/guardian arrival;
- Advise student and any staff attending to them to use provided PPE kit;
- Advise student to remain at home and continue with remote learning, if they are well enough to do so;
- If required, advise all staff of the concern while protecting confidentiality and responding with sensitivity in the circumstances;
- As required, contact Superintendent and make them aware of the situation;
- Coordinate and ensure environmental cleaning or disinfection of the space and items used by the individual or individuals;
- Monitor school population for possible new or additional illnesses;
- Report in the daily attendance tracking tool as necessary;
- Report to the Public Health unit if necessary; and
- Dismiss, at the discretion of the local Public Health unit, an individual or cohort for self-isolation.

Recommended action by school board

The superintendent should:

- inform the Board COVID-19 lead and others at the Board office as required
- provide support to the school principal as needed

The board COVID-19 lead should:

- continue to monitor attendance and student absences at the Board level
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Recommended action by parent/guardian and student

The parent/guardian and student should:

- Consult and follow the guidance of a health care provider;
- If a student is tested for COVID-19, follow the guidance of the Public Health unit, health care provider and related direction for isolation and returning to school; and
- Those residing in the same household of the student should follow the direction of the school screening tool and/or the local Public Health unit.

Management of individuals exposed to COVID-19 outside the school community

This section applies to individuals closely related to a school community, such as bus drivers, parents/guardians or members of a student’s or staff member’s household, who test positive for COVID-19 outside of the school.

Situations will arise where students, staff, essential visitors, or contractors or teachers may be exposed to COVID-19 outside of the school environment (for example, to family members that don’t attend the school, social contacts outside of school).

Anyone who has been identified as a close contact of a COVID-19 case, such as household members, should follow directions from the Public Health Unit on self-isolation.

Schools should have necessary arrangements in place to support continuity of education for students who require isolation as well as their siblings who are also required to isolate by virtue of being a close contact. Where possible, schools should work to support a transition to remote learning within 24 hours. For periods of remote learning extending beyond three days, students should be provided with a combination of synchronous and asynchronous learning activities.

*Scenario: School bus driver becomes ill during the work day*

Recommended action by bus driver

The bus driver should:

- Notify their employer
- Use the provincial self-assessment tool to assess symptoms and, if indicated, get tested
- Consult a health care provider, as needed, and follow their recommendations
- If tested for COVID-19, follow the isolation guidance provided by the health care provider.
- Follow guidelines on return to work depending on the scenario.

Recommended action by CLASS

Bus drivers who are ill should:

- Not be working and should be encouraged to consult their health care provider
- Work with school bus operators to ensure bus(es) undergo deep cleaning as required and alternate drivers are found to deliver the service

CLASS should:

- Notify potentially impacted schools;
- Work with school bus operators to ensure bus(es) undergo deep cleaning and alternate drivers are found to deliver the service;
- Provide bus cohort list and seating chart to schools/board as required;
- Communicate with impacted school communities as appropriate; and
- Reinforce with bus operators that bus drivers who are ill should not be working and should be encouraged to consult their health care provider.
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Recommended action by principal

The principal should:

- Communicate with the Consortia as required and maintain situational awareness; and
- Update school board COVID-19 lead as required.

Recommended action by school board

The superintendent should:

- Inform the board COVID-19 lead, and others as required and support principal as needed.

The Board COVID-19 lead should:

- Stay connected with the consortium to maintain situational awareness for bus operations of the board and bus driver illnesses.

Scenario: School bus driver tests positive for COVID-19

Recommended action by bus driver

The bus driver should:

- Notify their employer;
- Follow directions from the local Public Health unit on self-isolation;
- Consult a health care provider, as needed, and follow their recommendations; and
- Follow guidelines on return to work.

Recommended action by CLASS

CLASS should:

- Notify potentially impacted schools;
- Work with school bus operators to ensure bus(es) undergo deep cleaning and alternate drivers are found to deliver the service;
- Provide bus cohort list and seating charts to schools/board as required;
- Communicate with impacted school communities as appropriate; and
- Notify the Ministry of Labour, Training and Skills Development as appropriate.

Recommended action by principal

The principal should:

- Follow the direction of the Public Health unit;
- Provide class and cohort lists and seating charts to Public Health unit
- In consultation with Public Health unit notify impacted cohorts outlining what to expect and share useful resources with families;
- Monitor for new and additional student illnesses in the school and classroom(s);
- Connect with supervisory officer and make them aware of the situation; and
- Communicate with impacted schools, school boards and communities as appropriate.

Recommended action by parent/guardian and student

The parent/guardian and student should:

- Adhere to direction provided by local Public Health unit.

Recommended action by school board

The Superintendent should:

- Inform the Board COVID-19 lead, others as required and support principal as needed

The Board COVID-19 lead should:

- Continue to monitor the situation and liaise with the Ministry of Education as necessary
Scenario: Parent/guardian tests positive for COVID-19

This scenario applies to anyone who shares a household with a student or staff member in a school community.

If a parent/guardian receives a positive test for COVID-19, they are not obligated to inform the school of their test result. However, it is strongly recommended.

The Public Health unit would provide direction to close contacts, including household members of a person diagnosed with COVID-19.

The Public Health unit would provide direction to the school principal on the actions to be taken with the school.

Note: Testing recommendations for close contacts are made by the Public Health unit, a health care provider or individuals can also utilize the COVID-19 self-assessment tool for further direction.

Recommended action by teacher
The teacher should:
- Support continuation of learning for any students who need to isolate.

Recommended action by principal
The principal should:
- If student is in the school, when notified by the parent/guardian, coordinate immediate student pick-up and designate an area to isolate the student until pickup;
- Ask that the student or parent/guardian as appropriate follow the direction of their health care provider and Public Health unit;
- Ensure student portfolio information (that is, class list, seating charts, transportation details, etc.) is up-to-date. Note: Be prepared to provide this information to Public Health unit upon request;
- Follow Public Health unit directions regarding next steps;
- Connect with Superintendent and make them aware of the situation;
- Coordinate and ensure environmental cleaning or disinfection of the space and items used by the individual or individuals;
- If the student tests positive, refer to Management of Positive COVID-19 diagnosis in the school.
  - Monitor the school population for new or additional illness.
  - Report in the daily tracking tool as necessary.

Recommended action by school board
The Superintendent should:
- Inform the Board COVID-19 lead and support principal as needed.

The Board COVID-19 lead should:
- Continue to monitor the situation and liaise with the Ministry of Education as necessary.

Recommended action by parent/guardian and student
The parent/guardian and student should:
- Continue to adhere to advice provided by local Public Health.

Action to be taken by the Health and Safety Officer
The Health & Safety Officer will be responsible for notifying the:
- Ontario Ministry of Labour, Training and Skills Development (MOLTSD) as per Section 52(2) of the Occupational Health & Safety Act, where the LKDSB is advised by an employee or on behalf of an employee that a LKDSB employee has a laboratory confirmed case of Occupational related COVID-19 or that a claim in respect of a laboratory confirmed case of Occupational related COVID-19 has been
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filed with the Workplace Safety & Insurance Board by or on behalf of a LKDSB employee, in writing within in four days of being so advised. This notice will be consistent with what is required by the Occupational Health and Safety Act and corresponding regulations.

- Joint Health & Safety Committee (JHSC) of any school where a laboratory confirmed case of COVID-19 has been identified. The information provided may be redacted to include only the name of the school and whether the person is a staff member or student in order to ensure privacy and avoid disclosure of details to the school community that would lead to identification of a COVID-19 laboratory confirmed case.

The COVID-19 lead will be responsible for informing the Health & Safety Officer of any schools with laboratory confirmed cases in order for the proper notifications as per above to take place.

Attachments:
- Principal Checklist - COVID-19 - Chatham-Kent and Lambton Public Health, Appendix A
- Teacher Checklist - COVID-19 - Chatham-Kent and Lambton Public Health, Appendix B
- COVID-19 Fact Sheet - Chatham-Kent and Lambton Public Health, Appendix C
- LKDSB Isolation Room Guidelines, Appendix D
- Local COVID-19 Testing Sites Information, Appendix E

Implementation Date: September 3, 2020

References:
- Operational guidance: COVID-19 management in schools
- COVID-19 Guidance: School Outbreak Management
- Emergency Preparedness Policy, Regulation and Pandemic Influenza Protocol/Plan Administrative Procedure
- Health Related Emergency Procedures
- Infection Control: Routine Practices / Universal Precautions
- Provincial Daily COVID-19 School Screening (online version), Print version
- Chatham-Kent Public Health
- Lambton Public Health
Principal Checklist (COVID-19)

Process for positive case of COVID-19

Check once completed and sent to CK Public Health and/or Lambton Public Health.

☐ Forward Teacher Checklist (COVID-19) information and resources for the affected classroom and any additional requested classrooms.

☐ Forward information related to outside classroom interactions if applicable: bus lists, buddy programs, etc.

☐ Ensure enhanced cleaning measures are in place for affected classroom(s) as soon as possible.

☐ Send appropriate communications and letters to staff and parents/guardians.
Teacher Checklist (COVID-19)

Teacher Name: ___________________________ Date: __________________

Check if completed

☐ Updated class list and daily attendance completed

☐ Log of sick students sent home
   Who was sent home today?
   Child Name: ___________________________ Time: __________________
   Reason: ______________________________
   Child Name: ___________________________ Time: __________________
   Reason: ______________________________

☐ Daily classroom visitor log
   Who visited your classroom today?
   Name: ___________________________ Time Spent: ________
   Reason: ______________________________
   Name: ___________________________ Time Spent: ________
   Reason: ______________________________

☐ Daily class excursions log
   Where did your class go today?
   Location and details: ______________________________
   Location and details: ______________________________

☐ Teacher close-contact log
   Did I have close contact with a student outside of my class cohort or staff that was less than 2m/6ft away today?
   Student/Staff Name: ___________________________
   Student/Staff Name: ___________________________
   Did you observe a student within your class have close-contact with a student outside of your class?
   Student Name: ___________________________
   Student Name: ___________________________
COVID-19 FACT SHEET

What you need to know about COVID-19

Coronavirus (COVID-19) is a respiratory illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 stands for CoViDaRus Disease 2019 (the year the illness was discovered).

Transmission

The coronavirus spreads from close contact with the respiratory droplets of a person infected with COVID-19. Respiratory droplets can include coughing, sneezing, talking and normal breathing. The droplets can travel greater than two metres when a person is singing, laughing or talking loudly. It is also possible for a person to get COVID-19 by touching surfaces infected with the virus and then touching their mouth, nose, or eyes.

Symptoms

Symptoms may take up to 14 days after exposure to COVID-19 to appear. Some people with COVID-19 may have mild or no symptoms. This means some people may unknowingly spread the infection because they do not have symptoms (asymptomatic) or have not yet developed symptoms (pre-symptomatic).

The symptoms may be different depending on age. The most common symptoms are fever, cough, shortness of breath, sore throat, runny nose, loss of taste and/or smell, nausea, vomiting, diarrhea, and difficulty swallowing.

Children and older adults with COVID-19 may also have non-specific symptoms, such as chills, headaches, sleeping more than usual, disorientation, confusion, muscle aches, dizziness, weakness, or falls. People with weakened immunity, existing health conditions, or over the age of 60 are at higher risk for severe illness.

Rare Condition in Children

While extremely rare, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. Look for signs of rash, prolonged fever, red eyes and swelling in the hands and feet that need medical attention.

Protective Measures to Keep Everyone Safe

- Limit non-essential trips.
- Keep two metres/six feet distance from others, and wear a mask or face covering when requested or when physical distancing is not possible.
- Wash your hands often with soap and water or use hand sanitizer (70%-90% alcohol concentration).
- Avoid touching your face with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Discard tissue in the garbage and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
• Avoid close contact with people who are sick.
• Stay home if you are not feeling well.

Testing
Testing for COVID-19 involves taking a swab from the back of the nose or throat. If you have symptoms of COVID-19, or have been in close contact with a person with COVID-19, call Telehealth at 1.866.797.0000, your health care provider, or an Assessment Centre to get tested.

Test results are available online. If your test was negative, you can stop self-isolating 24 hours after you are feeling well, as long as you are not required to be in self-isolation for another reason such as being a close contact of a case or recently returned from travel outside Canada.

Treatment
There is no specific treatment for COVID-19. Persons with COVID-19 can seek supportive health care to help relieve symptoms. If you or a household member is having difficulty breathing call 911.

Self-isolation
Stay home and self-isolate for 14 days if you have:
• Been in close contact with a person with COVID-19 or who has symptoms of COVID-19
• Returned from travel outside of Canada, including the United States, in the past 14 days.

Self isolate for at least 10 days if you have:
• A confirmed (positive) lab test for COVID-19.
• Symptoms of COVID-19 and you have not been tested for the virus or given a different diagnosis by your health care provider.

Even with mild symptoms you must stay home and self-isolate.

Beware of Fraud and Scams
Phishing is a scam in which a person tries to lure an individual into providing personal information. CK Public Health and Lambton Public Health staff will never ask a person for their credit card or a social insurance number. There are currently no drugs licensed for the treatment or prevention of COVID-19.

For more information visit ckipublichealth.com and/or lambtonpublichealth.ca or call us at 519.355.1071 ext. 1900 (CK) or 519.383.8331 (Lambton).

Adapted with permission from Toronto Public Health.
LKDSB Isolation Room Guidelines

The school Principal working with Building Services must identify a designated room to isolate students showing symptoms until they are picked up. Appropriate supervision is required.

As soon as the student is separated from others and moved to the designated isolation room, the supervising staff member must wash hands, put on a mask and eye protection, and avoid interacting with others. Depending on the severity of the symptoms, the staff member may opt to also put on a gown and gloves, which will be provided and located in the main office. The staff member must maintain 2 meters physical distance, avoid contact with the student's respiratory secretions, and must wash their hands after any contact with the ill student.

If the child is in Kindergarten and agrees, it is recommended that the child be provided with and wear a procedural or surgical mask. The person responsible for supervising the student in the waiting room should encourage the student to practice hand hygiene and comply with respiratory etiquette until the student is able to leave the facility. The student must be provided with tissues to comply with respiratory etiquette. In the event of coughing or sneezing, tissues must be disposed of properly and hand hygiene measures must be followed.

If the student is unresponsive, has difficulty breathing, has convulsions or is rapidly deteriorating and requires immediate medical attention, staff will call 911.

The room will be equipped with a hand washing system (sink or hand sanitizer). It would be beneficial to display visual aids in the room about using hand hygiene and physical distancing.

Once the student leaves the school, cleaning of the isolation room area and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the individual leaves. Once the student leaves the facility, the custodial staff will be notified by the school administrator for the area, where they were waiting, to be disinfected and cleaned.

All items used by the student must be cleaned and disinfected (toilet, desk, locker, etc.) by designated custodial personnel. All items that cannot be cleaned (paper, books, cardboard puzzles) must be removed and stored in a sealed container for a minimum of 7 days or sooner if Public Health approves a return to school.
Local COVID-19 Testing Sites

(Please add additional sites and information below as necessary)

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**Student Transportation Contact:**

Chatham-Kent Lambton Administrative School Services (CLASS)
Tel: 519-627-6860
Toll Free: 877-330-4287

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